

APPENDIX I

Preparing and Reviewing the NF 37-6

This appendix lists out instructions that should be followed by both the CWIP Activity Managers and the Line Office (LO) CFO/NOAA CAO (Deputy CAO) to ensure that all NF 37-6s to capitalize CWIP are properly executed.

During the FY 2008 update of NOAA's CWIP policies and procedures, **several revisions** were made to the NF 37-6, including a revised format with additional certifications required, requirements for fields on the form, etc.

The NF 37-6 is used to move CWIP costs to the proper capitalized asset PP&E account for depreciation. For real property, the Beneficial Occupancy Date (BOD) is used as the "acquisition date" for purposes of depreciation. For personal property, the date the asset is placed into service (commissioned or declared operational, as is normally the case for vessels or satellites, respectively) is used for purposes of depreciation.

As stated in the CWIP Policy and Procedures, the CWIP Activity Manager must ensure costs of CWIP activities are immediately transferred (**in the calendar quarter**) into a capitalized asset account once the asset has been placed into service. After completing the NF 37-6, the CWIP Activity Manager must obtain the necessary certifications within their LO/SO and forward the NF 37-6 to the FO-FSB. **NF 37-6s received without the appropriate certifications, as required by NOAA's policy, will not be accepted.** After certified by FO-FSB, the NF 37-6 will be sent to the CWIP Activity Manager and the appropriate Property Officer. Upon receipt of the certified NF 37-6 from the FO-FSB, the CWIP Activity Manager must send the NF 37-6 and the CWIP documentation file supporting the costs summarized on the NF 37-6, to the appropriate Real/Personal Property Office. When the CWIP documentation file has been reviewed and found to support the CWIP costs, the Property Officer will certify and forward the NF 37-6 to the FO-FSB and the CWIP Activity Manager and enter the asset into the appropriate property system. The FO-FSB will prepare adjusting entries for CBS and distribute an e-mail notification when the NF 37-6 is entered into CBS.

CWIP activities funded by reimbursable funding should be presented on the NF 37-6 as follows:

- include the NOAA-appropriated portion and all appropriated project codes involved
- include the "transferred in" portion from the reimbursable sponsor (each contributing agency must be shown separately and identified)

CWIP activities, where an asset was "transferred in" to NOAA, should be presented the same as described above for amounts transferred in as a result of reimbursable funding by an outside source.

Effective May 1, 2008, LO CFO or NOAA CAO (Deputy CAO) certifications are required for all NF 37-6s to certify the accuracy of the costs included for capitalization. The LO CFO or NOAA CAO (Deputy CAO) certifications are required **prior** to submission by the CWIP Activity Managers to the FO-FSB. **Any NF 37-6s received without the proper CFO/CAO (Deputy CAO) certifications will not be accepted.**

Attached are checklists that can be used by the CWIP Activity Manager and CFO/CAO (Deputy CAO) to assist when preparing and/or reviewing the NF 37-6. As a general comment, project codes need to be clearly identifiable so they can be traced to the CBS CWIP Report (CA500D) and subsequently entered onto the general journal for entry into CBS.